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## JOB ANNOUNCEMENT

Job Title: **Public Works Inspector**

Status: **Permanent Full Time Position**

Salary: **Group 26** **Step: 1-14 \$19.22 to \$26.50/hourly DOQ**

Open Date: **October 26, 2015** Closing Date: **Open until filled**

### Description:

The City of Taylor is seeking qualified applicants for a Public Works Inspector. This position will be overseeing awarded contracts and change orders on Capital Improvement Projects, inspecting construction and repair projects for compliance with various codes, regulations, and to assuring quality control. Duties include frequent communication with supervisor, Engineering design professionals, read "Record Drawing/As Builds" plans (Blue Prints), City staff, residents, developers, contractors and requires some research.

### Qualifications:

High school graduation, or its equivalent, plus seven years of increasingly responsible construction inspection; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Certificates/Licenses Required:

Texas Engineering Extension Service Construction Inspection Training Certificate and appropriate Texas driver's license.

### Knowledge and Abilities:

Knowledge of principles of construction for streets and utilities; safe use of heavy equipment; standard safety requirements within construction sites; standard traffic control requirements through construction zones. Defects and faults in construction, including structural construction. Basic mathematics as applied to construction inspection work. Principles of engineering as applied to construction inspection. Materials sampling, testing and estimating procedures. Ability to interrupt read maps, plans and diagrams; interact tactfully with the public in stressful situations.

### Content:

**A City of Taylor Application is required for this position.** Please send your application to:

**Mail or Deliver to:** Human Resources, City of Taylor, 400 Porter St., Taylor, Texas 76574

### Questions:

**Email:** [csilva-gonzales@taylortx.gov](mailto:csilva-gonzales@taylortx.gov)

**Phone:** 512-352-5993

**Website:** [www.taylortx.gov](http://www.taylortx.gov)

**Benefits:** Health, Dental and Long Term Disability Insurance (Employee coverage paid by the City); 7% 1.5 to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.



## JOB DESCRIPTION

Class No: 412

Job Title: Public Works Inspector

Pay Group: 26

EEOC Category: Technician

Date: October 21, 2014

FLSA Category: Non-Exempt

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### BRIEF DESCRIPTION OF THE JOB:

Overseeing awarded contracts and change orders on Capital Improvement Projects, inspecting construction and repair projects for compliance with various codes, regulations, and to assuring quality control. Duties include frequent communication with supervisor, Engineering design professionals, read "Record Drawing"/"As Builds" Plans (Blue Prints), city staff, residents, developers, contractors, etc., and requires some research.

### ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Public Works for day-to-day operations  
Assistant City Manager for CIP projects  
City Engineer for tactical support

This is a non-supervisory position. This position has limited supervisory responsibilities giving direction as need to city crews when there is interaction between the installation of new infrastructure and existing infrastructure or on an emergency basis in the event of an a natural catastrophe or as directed by supervisor.

Other: Has contact with city staff, contractors, developers, engineers as well as with the general public.

Has contact with contractors, developers, engineers as well as with the general public and other city departments on a daily if not weekly basis.

### ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Inspects various city projects for compliance with safety requirements and other standard regulations and codes, including, but not limited to, sewer and water line installations, drainage improvement; street construction and repair projects;	20	M	A,C,D,E,K,M,O,Q,R,S
Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations;	10	M	A,C,D,E,K,M,O,P,Q,R,S,T
Coordinates details of project compliance with developers, their engineers, contractors, and the city's engineering staff;	10	L	A,B,C,Q,R,S
Review plans and specifications of assigned projects; attend pre-construction conferences, safety meetings and bid openings;	10	L	A,B,C,Q,R,S
Inspects construction site in remote areas; including maneuvering on uneven and/or unpaved construction areas;	10	M	A,C,D,E,K,M,O,Q,R,S,T
Inspect materials for identification and conformance to specifications. Take samples of materials for examination or analysis by laboratories. Perform routine field tests. Observe work during progress and upon completion;	5	L	A,C,D,E,K,M,O,Q,R,S,T
Indicate location of various appurtenances on plans. Confer with property owners regarding project schedule, hazards and inconvenience. Coordinate work with other city departments and utilities;	5	L	A,C,J,K,Q,R,S,T
Prepare activity records and reports. Recommend design alterations as required;	4		A,I,Q
Remove and replace standard manhole cover;	5	M	A,C,D,F,M,Q,T
Responds to citizen inquiries and complaints;	5	L	A,B,C,Q,R,S
Performs research for information requested by contractors and developers regarding utility locations above and underground;	5	L	A,B,C,F,J,K,Q,R,S
Maintains current knowledge of relevant laws and regulations;	5	L	B,Q,H,T
Assists with emergency procedures, as necessary, including repairing water leaks, unclogging sewer lines, and putting up barricades during floods, etc; and	1	H	A,C,D,G,J,M,N,O,Q,R,S.T

Performs such other related duties as may be assigned.	5	L	A,B,C,E,K,M,P,Q,R,S,T

See Physical Demands portion of job description for key to codes

## PHYSICAL DEMANDS:

### 1. Overall Strength Demand

   Sedentary   X   Light to   X   Medium    Heavy    Very Heavy

### 2. Frequency for each physical demand listed in Essential Duties:

<u>  C  </u> A. Standing	<u>  O  </u> G. Reaching	<u>  O  </u> L. Crawling	<u>  C  </u> Q. Vision
<u>  C  </u> B. Sitting	<u>  F  </u> H. Handling	<u>  O  </u> M. Bending	<u>  C  </u> R. Hearing
<u>  C  </u> C. Walking	<u>  F  </u> I. Fine Dexterity	<u>  O  </u> N. Twisting	<u>  C  </u> S. Talking
<u>  O  </u> D. Lifting	<u>  F  </u> J. Kneeling	<u>  O  </u> O. Climbing	<u>  O  </u> T. Foot Controls
<u>  O  </u> E. Carrying	<u>  O  </u> K. Crouching	<u>  O  </u> P. Balancing	<u>  </u> U. Other
<u>  R  </u> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

### 3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	On uneven terrain or in mud; in cluttered areas around construction sites; confined spaces with narrow overhead rooms; stand at printer to obtain printer materials
SITTING	To drive; to perform office work at the desk
LIFTING/CARRYING	Frequent: sets of plans (usually under 20 lbs., but can weigh over 50 lbs.), tools, manuals and books: Occasional: ladder (up to 51 lbs.)
PUSHING/PULLING	To do inspections; (occasionally can be over 50 lbs. of exertion); pulling open doors (20 lbs. of exertion);
REACHING	To do inspections
HANDLING	To review plans; use small tools to inspect; to operate radio while driving
CROUCHING/ KNEELING	To inspect electrical, mechanical or other building construction below waist level; in confined spaces, behind or under obstacles or debris; to access low file cabinet drawers
BENDING	To read plans at inspections sites, on the ground or on low surfaces; review files and obtain materials in office
CLIMBING/BALANCING	To climb steps, stairs, ladders, or onto roof; to walk on scaffolds or on uneven terrain;
TWISTING	To do inspections
HEARING/TALKING	To consult and communicate with City staff, contractors, and the general public
VISION	To drive; inspect; review plans and specifications

## NON-PHYSICAL DEMANDS:

  F   time pressures   R   noisy/distracting environment

R   emergency situations                        O   tedious exacting work situation  
  F   irregular schedule/overtime             F   working closely with others as part of a team  
  R   danger/physical abuse                     F   performing multiple tasks simultaneously  
  F   frequent change of tasks                 O   other (describe below)  
  O   varying periods of idle time interspersed with emergencies requiring intense concentration  
C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

**EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:**

Knowledge of and the ability to use a transit level, common level, tape measure, stop watch, read and interpret gages for pressure and vacuum

**KNOWLEDGE AND ABILITIES:**

Knowledge of: principles of construction for streets and utilities; safe use of heavy equipment; standard safety requirements within construction sites; standard traffic control requirements through construction zones. Defects and faults in construction, including structural construction. Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work. Principles of engineering as applied to construction inspection. Materials sampling, testing and estimating procedures.

Skill to: operate heavy equipment (preferred).

Ability to: interpret read maps, plans, and diagrams; interact tactfully with the public in stressful situations; establish and maintain effective working relationships; and maintain appropriate necessary certifications. Communicate clearly and concisely, both verbally and in writing.

Regular and timely attendance is required.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduate, or its equivalent, plus seven years of increasingly responsible construction inspection; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES/LICENSES REQUIRED:**

Texas Engineering Extension Service Construction Inspection Training Certificate and appropriate Texas driver's license.

I have read the above job description. I agree this job description is a fair representation of the duties of the position that I will be expected to perform and by signing below, indicate that I can perform these duties with or without accommodations.

Applicant or Employee:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITY OF TAYLOR APPLICATION FOR EMPLOYMENT

*An Equal Opportunity/Affirmative Action Employer*

**400 Porter Street, Taylor, Texas 76574\*\*\*\***

Phone: (512)352-5993

www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

### PERSONAL DATA

\_\_\_\_\_  
(LAST NAME) (FIRST NAME) (INITIAL)

\_\_\_\_\_  
(STREET ADDRESS, RFD, P.O. BOX)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

Phone Numbers:(\_\_\_\_\_)\_\_\_\_\_ Social Security Number \_\_\_\_\_

(\_\_\_\_\_)\_\_\_\_\_ Position(s) Applied for \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Have you ever been employed here before? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No

If yes, list name and relationship: \_\_\_\_\_

Minimum Salary Requesting \$\_\_\_\_\_ per \_\_\_\_\_

### FOR OFFICE USE ONLY

Received \_\_\_\_\_ Ltr sent \_\_\_\_\_

Refs chkd \_\_\_\_\_ Bkgd ck \_\_\_\_\_

Interview \_\_\_\_\_ Hired \_\_\_\_\_

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

**SKILLS:** List any additional special skills you may have (computer software, special equipment, languages, etc.)

**EMPLOYMENT EXPERIENCE:** List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer?     ☐ **Yes**             ☐ **No**

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	

<b>Employer</b>	<b>Employed From:</b>	<b>To:</b>
<b>Employer Address</b>	<b>Starting salary</b>	<b>Ending Salary</b>
<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
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<b>Job Title</b>	<b>Supervisor and Phone no.</b>	
<b>Summary of job duties</b>	<b>Reason for leaving</b>	



**ADDITIONAL INFORMATION:** By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States?      ☐ **Yes**      ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?      ☐ **Yes**      ☐ **No**    If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver’s License?      ☐ **Yes**    ☐ **No**      License # \_\_\_\_\_  
Type of license:      ☐ Class C      ☐ CDL      ☐ Other \_\_\_\_\_

If you are 18 years old or younger please give your date of birth \_\_\_\_\_

**REFERENCES:** List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

**AUTHORIZATION FOR RELEASE OF INFORMATION:** I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an “at-will” employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF TAYLOR**  
**APPLICATION FOR EMPLOYMENT**

*An Equal Opportunity/Affirmative Action Employer*

**400 Porter Street, Taylor, Texas 76574**

Phone: (512)352-5993

www.taylortx.gov

**EEOC STATISTICAL DATA FORM**

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

**PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

**INSTRUCTIONS:** Please check the box corresponding to the correct response(s) in each of the categories below.

**SEX**

- ☐ Male  
☐ Female

**AGE (in years)**

- ☐ Under 40  
☐ 40 and above

**RACIAL/ETHNIC GROUP**

- ☐ Caucasian (Not of Hispanic Origin)  
☐ Black (Not of Hispanic Origin)  
☐ Hispanic Origin  
☐ Asian or Pacific Islander  
☐ American Indian or Alaskan Native

**HOW DID YOU FIND OUT ABOUT THE JOB?**

- ☐ Posted Job Announcement  
☐ Texas Employment Commission  
☐ Current Employee  
☐ Friend  
☐ Newspaper \_\_\_\_\_  
☐ Just walked in  
☐ Other (specify) \_\_\_\_\_

**DISABILITY**

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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**Authorization for Release of Information**

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicant's name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone



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### NEPOTISM CERTIFICATION

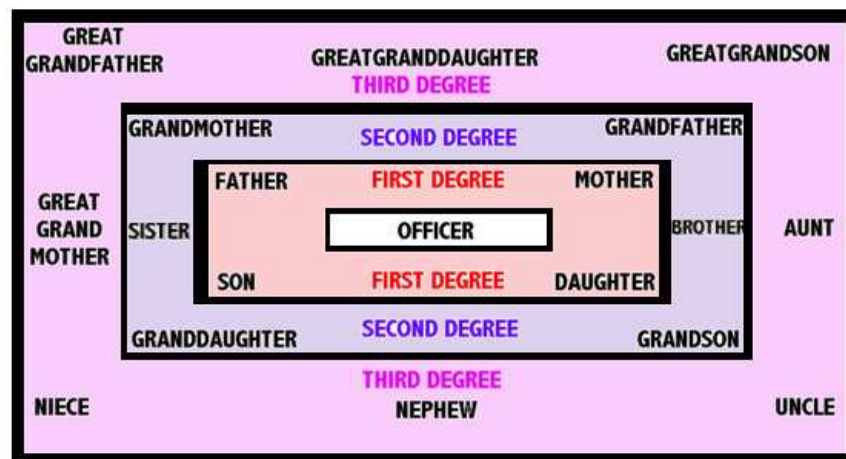
Applicant's Name \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way?    ☐ Yes    ☐ No                      If yes, please explain

#### Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

\* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/Crime%20Records/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

CITY OF TAYLOR

\_\_\_\_\_  
Agency Name (Please print)

NOEL BERNAL

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

**Please:  
Check and Initial each Applicable Space**

CCH Report Printed:

YES \_\_\_\_\_ NO \_\_\_\_\_ \_\_\_\_\_ initial

Purpose of CCH: \_\_\_\_\_

Empl \_\_\_\_ Vol/Contractor \_\_\_\_ \_\_\_\_\_ initial

Date Printed: \_\_\_\_\_ \_\_\_\_\_ initial

Destroyed Date: \_\_\_\_\_ \_\_\_\_\_ initial

**Retain in your files**